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TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE PRIORITY  
RUEHTRO/AMEMBASSY TRIPOLI PRIORITY 0167  
RUEHRY/AMEMBASSY CONAKRY PRIORITY 1895

UNCLAS SECTION 01 OF 02 STATE 104643

SIPDIS, FOR ALL AMERICANS AND LOCALLY EMPLOYED STAFF

E.O. 12958: N/A

TAGS: [AMGT](#) [KSEP](#) [AFIN](#) [APER](#)

SUBJECT: FOREIGN SERVICE NATIONAL EMERGENCY RELIEF FUND:  
REPLENISHMENT NEEDED TO ASSIST IN MANILA, OUAGADOUGOU,  
AND DAKAR

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#### Summary:

¶1. This cable provides guidance to all Americans and Locally Employed (LE) Staff for making donations to the Foreign Service National (FSN) Emergency Relief Fund (see paras 4-7). As a result of heavy flooding in Manila, Ouagadougou and Dakar, our LE colleagues in those regions are in urgent need of your support. In the past month approximately 250 LE staff have requested financial assistance to help replace property lost due to severe flood damage, and the Fund is in desperate need of replenishment.

#### Background:

¶2. The Fund has been overwhelmed by recent requests for assistance and will soon be depleted. The number of cases this month reflects more requests than the Fund usually receives in a year. By making an immediate public-spirited gift, you will aid in replenishing and continuing a permanent source of LE Staff assistance. In the past year we have disbursed more than \$72,000 to employees in Burma, Nairobi, Sanaa, San Jose, Gaza, and Ouagadougou, and now we need your donations for current and future disaster assistance. Contributions to the Fund can be made by check, credit card, or through payroll deductions. All contributions to the Fund are tax-deductible and can be made by Civil Service, Foreign Service, and LE Staff.

¶3. The Department of State established the Relief Fund to respond to crisis or humanitarian requests on behalf of Foreign Service National employees serving all agencies of the United States Government. Please follow the detailed process below to make your donation.

#### How To Donate:

¶4. Check Contributions (American Employees): Please send checks to the Department's Gift Fund Coordinator, Donna Bordley, Department of State, 2201 C Street NW, RM/CFO, Rm. 7427, Washington, DC 20520. Make checks payable to the U.S. Department of State, designation for the FSN Emergency Relief Fund. Please include a return address where a letter of acknowledgment for your charitable tax deduction purposes may be sent.

¶5. Credit Card Contributions (American Employees): On Visa or MasterCard accounts only, send an e-mail message to "FSN Emergency Relief Fund" on the GAL. Include your name, mailing address, VISA/MasterCard account number and expiration date. Also include the following statement in the e-mail: "Contribution to the FSN Emergency Relief Fund". "I authorize the Department of State to charge the referenced credit card account in

the amount of U.S. "\$XX" as a contribution to the FSN Emergency Relief Fund." You will be provided with a response e-mail that can be used for your tax purposes.

¶16. American employees of the Department of State and overseas American employees of other federal agencies on payroll by the Department of State may also make voluntary contributions to the FSN Emergency Relief Fund by payroll deduction. You may request a onetime or recurring deduction from your net pay by contacting the Payroll Customer Support Center (PCSC) at PayHelp@state.gov (found in the Global Address Listing under "Payroll Customer Support"). You may speak with a Payroll Customer Support Center representative by dialing 1-800-521-2553 or 1-877-865-0760. Faxed requests should be sent to 1-843-308-5625 and must include your signature.

¶17. Your request for voluntary payroll deduction should include your name, address, social security number and date of birth along with the following statement:

¶18. I intend to make a gift in the amount of \$XX as a contribution to the FSN Emergency Relief Fund. I request the Department of State to deduct from each of my biweekly salary payment (s) \$XX for XX pay periods, until the total gift amount has been deducted. If the contribution is a one-time deduction, indicate "1" pay period in your request so it clear that it is a one-time deduction.

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¶19. Cash Contributions (LE Staff): FSNs and other LE Staff may take dollars or local currency in cash or check (payable to the "U.S. Department of State") to the embassy cashier. The cashier will prepare an OF-158 General Receipt for your contribution which may be used for your tax purposes.

¶10. Beneficiary or "In Lieu of" Requests: You may wish to consider designating the FSN Emergency Relief Fund as a beneficiary of your estate by including such instruction in your Last Will and Testament. Please consult your attorney or estate planner for specific requirements of your state of residency. You may also consider a group donation to the Fund for commemorative events, such as class reunions and weddings or in lieu of gifts in memory of State Department Employees.

Instructions for Embassy Cashiers:

¶11. The accounting strip code to be used by cashiers at overseas posts collecting donations for the FSN Emergency Relief Fund is as follows:  
Appropriation: 19 X8821.1  
RSC: AFBT  
Deposit Allotment: 9920  
Obligation: FSNRELIEF

¶12. For additional information about the Fund, please visit the Foreign Service National Emergency Relief Fund web page link at: <http://web.rm.state.gov>.

¶13. Minimize considered.  
CLINTON